Approved For Release 2005/11/21 : CIA-RDP70-00211R000300190006-1

5. As indicated in Par 3 a and b above, the Communications Office has two major problems. Only one of these problems, notably that dealing with the files themselves, was noted in the initial request (see Tab A, original memorandum from [redacted] for records survey and resulting recommendations). It is felt that this preliminary report should deal with the primary difficulty, that of finding time to perform necessary mail and file activities.

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Approved For Release 2005/11/21 : CIA-RDP70-00211R000300190006-1

Approved For Release 2005/11/21 : CIA-RDP70-00211R000300190006-1

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Approved For Release 2005/11/21 : CIA-RDP70-00211R000300190006-1